

## **PCPN# FY04-32 GSA SmartPay Conference – MART Training**

**Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs AND CHs IN YOUR HIERARCHY.**

Effective FY 2005, the DON eBusiness Operations Office will no longer use the current Semi-Annual review format for claimancy reporting. Claimancy reporting will change to a monthly cycle primarily due to the untimely results and effort of a six month reporting cycle. The monthly reporting cycle will synchronize with the billing cycle (no longer a calendar month) and will utilize a reporting tool (MART) that is web enabled.

All APCs will be required to use the MART application.

MART (Monthly APC Review Tool) will be the tool used for APCs to submit information for the level 5 activities. APCs will be required to answer review questions beginning in FY 2005.

MART will be presented at the GSA SmartPay Conference in August. Registration and additional information regarding the GSA SmartPay can be found on the GSA website: [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=15017&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=15017&contentType=GSA_BASIC)

Training for MART will be provided at the GSA conference on Tuesday, August 24th, from 1000 - 1200 in the Sheraton Napoleon Ballroom C1-C2.

At that time, training materials will be available for the APC as well as a demonstration on how to use the tool. Again, MART will be required for ALL APCs. This training session is highly recommended and is a requirement to use the MART tool.

Once the level 5 APC completes their activity's monthly review using MART, the level 3/4 APC will be able to review the results, approve, or send comments back to the level 5 APC for further action. The level 3 APC then sends the review up to the DON eBusiness Operations Office. Level 3/4 APCs will be able to view all of the activities below them, see status of the activity, and can drill down to the activities' responses.

Please send any questions/comments to [purchase\\_card@navsup.navy.mil](mailto:purchase_card@navsup.navy.mil).

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